



## How to Create Company and Start Free 30-day Trial

### Overview:

QNE AI Cloud Accounting caters to businesses of all sizes! Whether you're a startup or an established enterprise, discover the perfect fit for your business with our Basic, Essential, and Pro plans, each offering an increasing range of features to perfectly match your company's needs.

To get started, create a company and select a subscription plan that best fits your company's needs.

### Procedure:

#### New Users

1. Login using your *newly verified email address* and you will be redirected to Company selection. Choose **'Your Company'**.

**Your account has been created!**  
Choose how you want to get started!



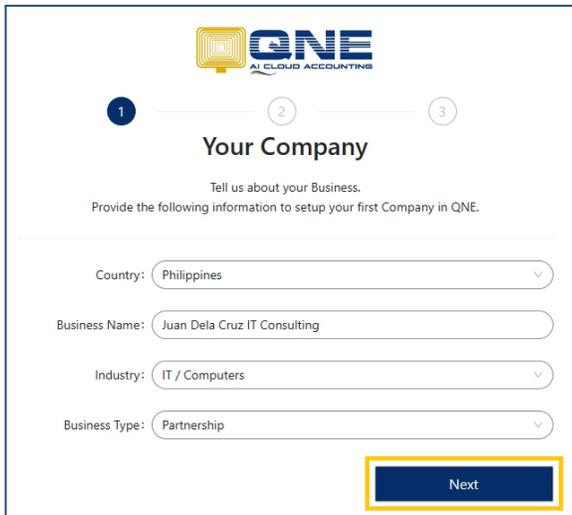
**Demo Company**  
Explore QNE Cloud Accounting with **sample data and transactions!**



**Your Company**  
Let's help you setup your company in **3 Quick N' Easy** steps.

2. In **Step 1** of onboarding, fill-out the necessary information. Once done, click **'Next'**.

- Country
- Business Name
- Industry
- Business Type



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AI CLOUD ACCOUNTING

1 — 2 — 3

### Your Company

Tell us about your Business.  
Provide the following information to setup your first Company in QNE.

Country: Philippines

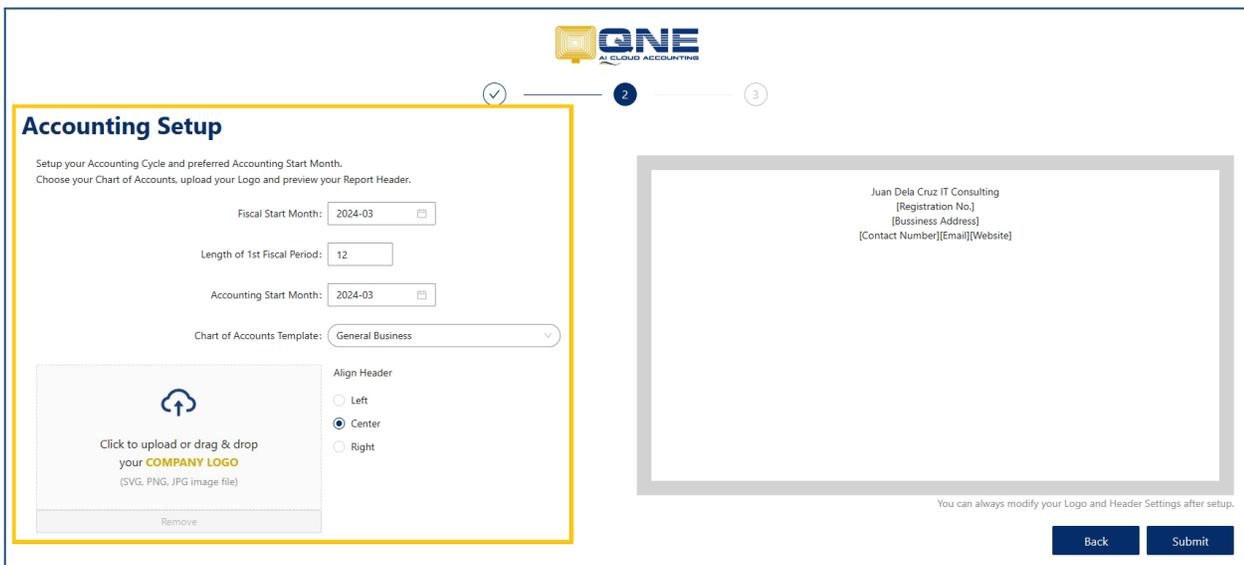
Business Name: Juan Dela Cruz IT Consulting

Industry: IT / Computers

Business Type: Partnership

Next

3. In **Step 2** of onboarding, setup your *Accounting Cycle*, preferred *Accounting Start Month*, and *Chart of Account Template*



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✓ — 2 — 3

### Accounting Setup

Setup your Accounting Cycle and preferred Accounting Start Month.  
Choose your Chart of Accounts, upload your Logo and preview your Report Header.

Fiscal Start Month: 2024-03

Length of 1st Fiscal Period: 12

Accounting Start Month: 2024-03

Chart of Accounts Template: General Business

Click to upload or drag & drop  
your **COMPANY LOGO**  
(SVG, PNG, JPG image file)

Remove

Align Header

Left

Center

Right

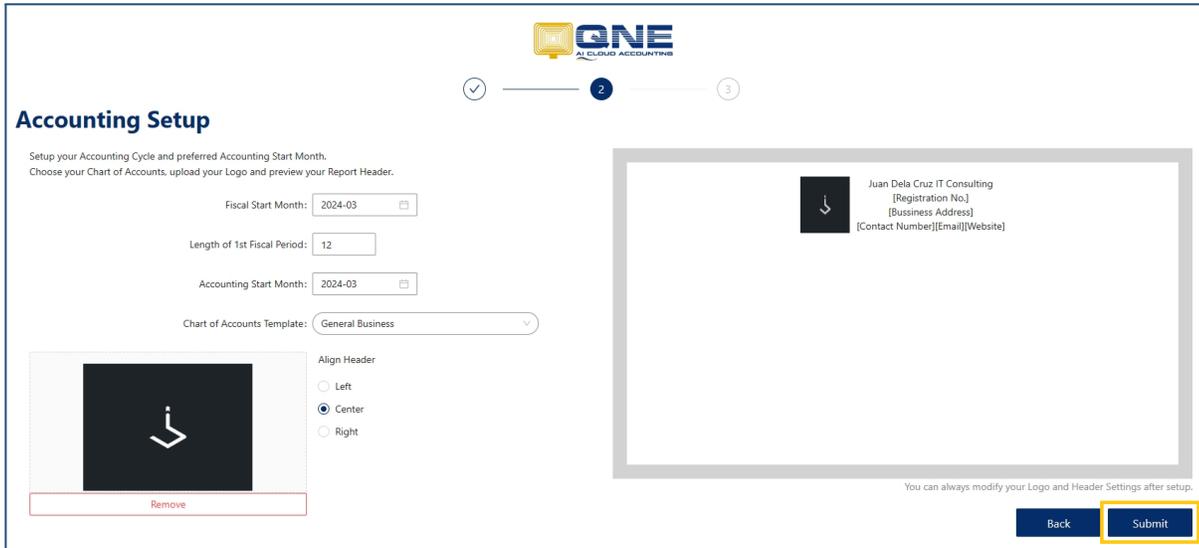
Juan Dela Cruz IT Consulting  
[Registration No.]  
[Business Address]  
[Contact Number][Email][Website]

You can always modify your Logo and Header Settings after setup.

Back Submit

- **General Business:** Company with General Accounts in Chart of Accounts
- **Blank Template:** Company with empty Chart of Accounts

5. Next, drag your Company Logo into the image box. Once done, click **'Submit'**.



**Accounting Setup**

Setup your Accounting Cycle and preferred Accounting Start Month.  
Choose your Chart of Accounts, upload your Logo and preview your Report Header.

Fiscal Start Month: 2024-03

Length of 1st Fiscal Period: 12

Accounting Start Month: 2024-03

Chart of Accounts Template: General Business

Align Header

Left

Center

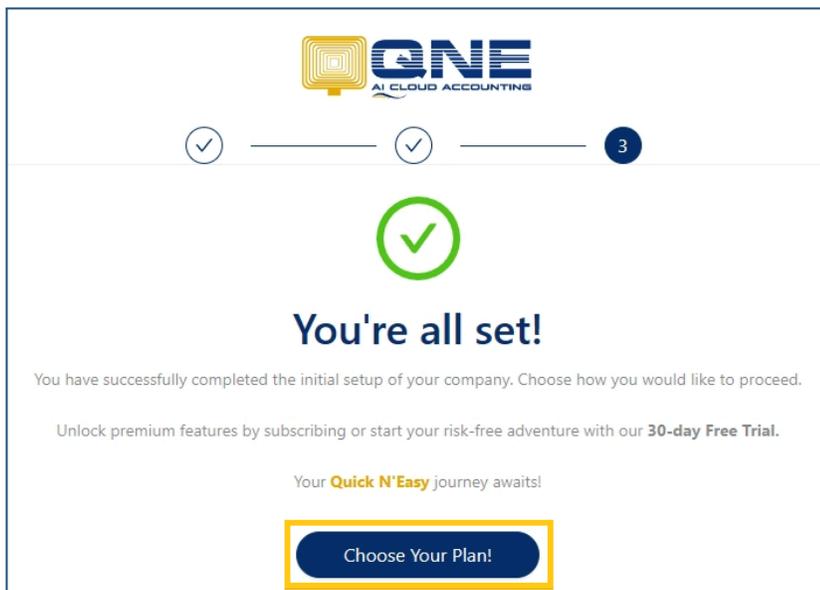
Right

Juan Dela Cruz IT Consulting  
[Registration No.]  
[Business Address]  
[Contact Number][Email][Website]

You can always modify your Logo and Header Settings after setup.

Back Submit

6. In **Step 3** of onboarding, click **'Choose Your Plan'**



**You're all set!**

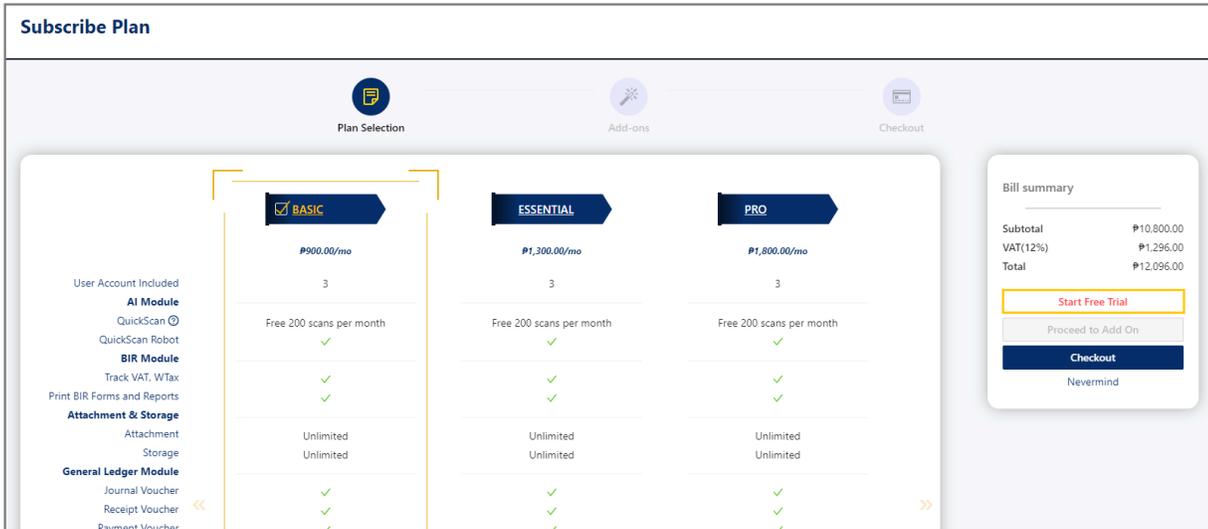
You have successfully completed the initial setup of your company. Choose how you would like to proceed.

Unlock premium features by subscribing or start your risk-free adventure with our **30-day Free Trial**.

Your **Quick N'Easy** journey awaits!

Choose Your Plan!

7. Choose your desired plan that fits your company. Once done, click **'Start Free Trial'**



**Subscribe Plan**

Plan Selection | Add-ons | Checkout

	BASIC ₱900.00/mo	ESSENTIAL ₱1,300.00/mo	PRO ₱1,800.00/mo
User Account Included	3	3	3
<b>AI Module</b>			
QuickScan	Free 200 scans per month	Free 200 scans per month	Free 200 scans per month
QuickScan Robot	✓	✓	✓
<b>BIR Module</b>			
Track VAT, WTax	✓	✓	✓
Print BIR Forms and Reports	✓	✓	✓
<b>Attachment &amp; Storage</b>			
Attachment	Unlimited	Unlimited	Unlimited
Storage	Unlimited	Unlimited	Unlimited
<b>General Ledger Module</b>			
Journal Voucher	✓	✓	✓
Receipt Voucher	✓	✓	✓
Payment Voucher	✓	✓	✓

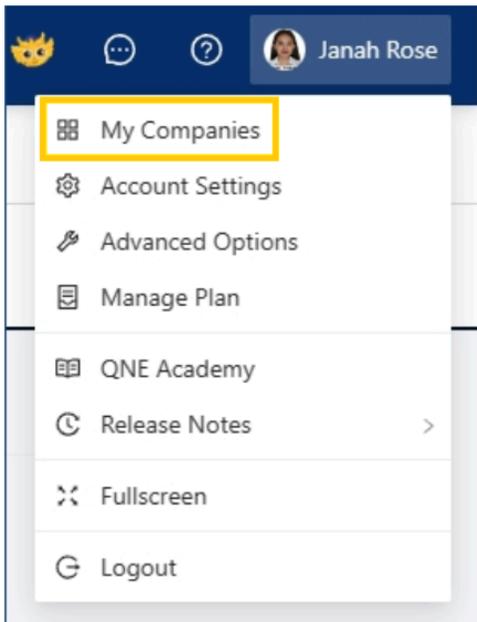
**Bill summary**

Subtotal	₱10,800.00
VAT(12%)	₱1,296.00
<b>Total</b>	<b>₱12,096.00</b>

Start Free Trial  
Proceed to Add On  
Checkout  
Nevermind

## Existing Users

1. In **Header**, go to **User Options**, click **My Companies**



Janah Rose

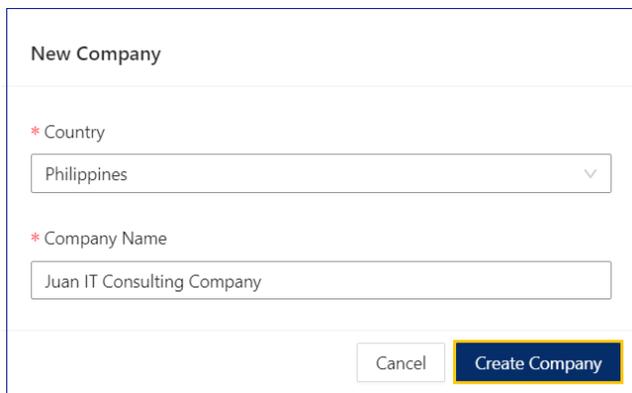
- My Companies
- Account Settings
- Advanced Options
- Manage Plan
- QNE Academy
- Release Notes >
- Fullscreen
- Logout

2. In **My Companies**, click '**New Company**'



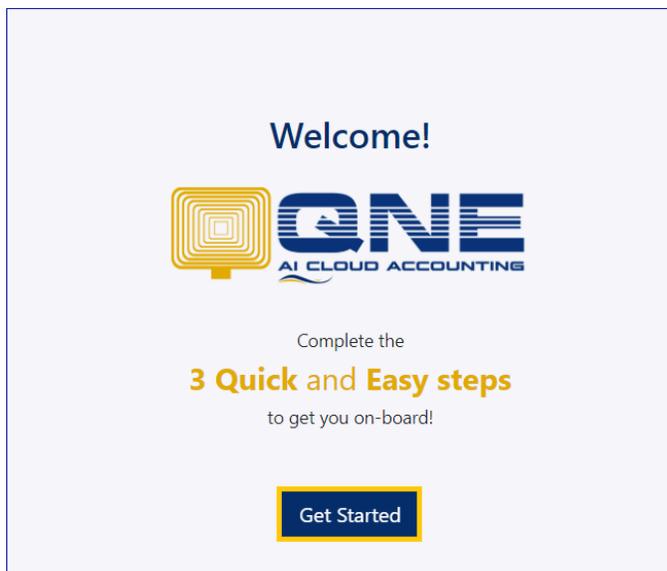
The screenshot shows a header bar with the text "My Companies" on the left and a blue button labeled "New Company" on the right.

3. Enter the *Country* and *Company Name*. Once done, click '**Create Company**'



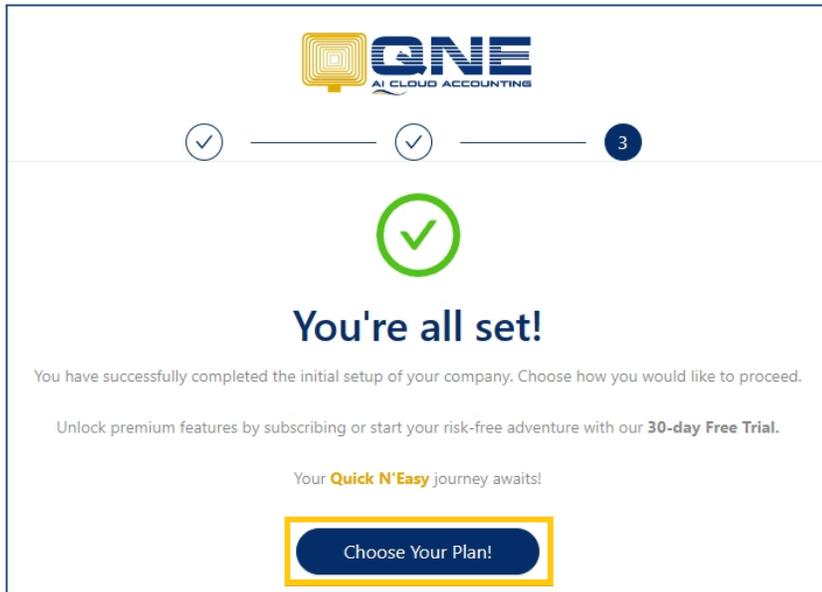
The screenshot shows a form titled "New Company". It has two required fields: "Country" with a dropdown menu showing "Philippines" and "Company Name" with a text input field containing "Juan IT Consulting Company". At the bottom, there are two buttons: "Cancel" and "Create Company".

3. You will be redirected to the *Welcome Page*. Click '**Get Started**'.

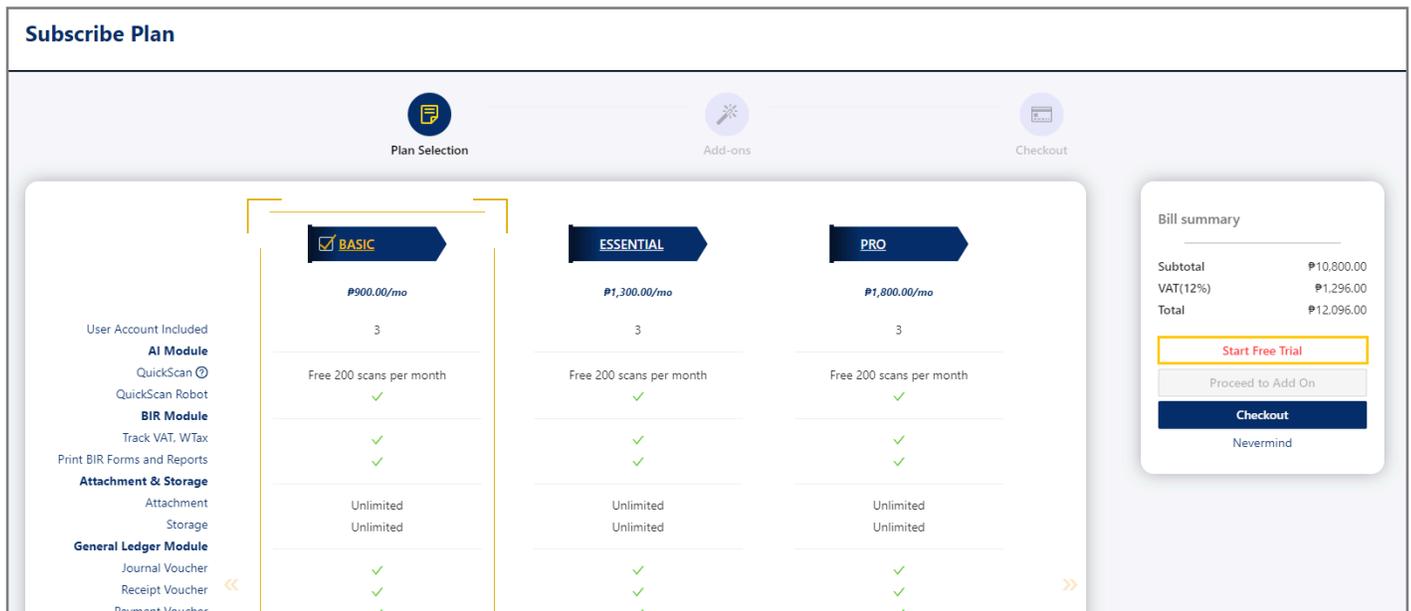


The screenshot shows a "Welcome!" page for QNE AI CLOUD ACCOUNTING. It features the QNE logo and the text "Complete the 3 Quick and Easy steps to get you on-board!". A blue button labeled "Get Started" is prominently displayed at the bottom.

4. Once done with the *Step 1 and 2 on-boarding*. click **'Choose Your Plan'**



5. Choose a Plan then click **'Start Free Trial'**



Learn with us.

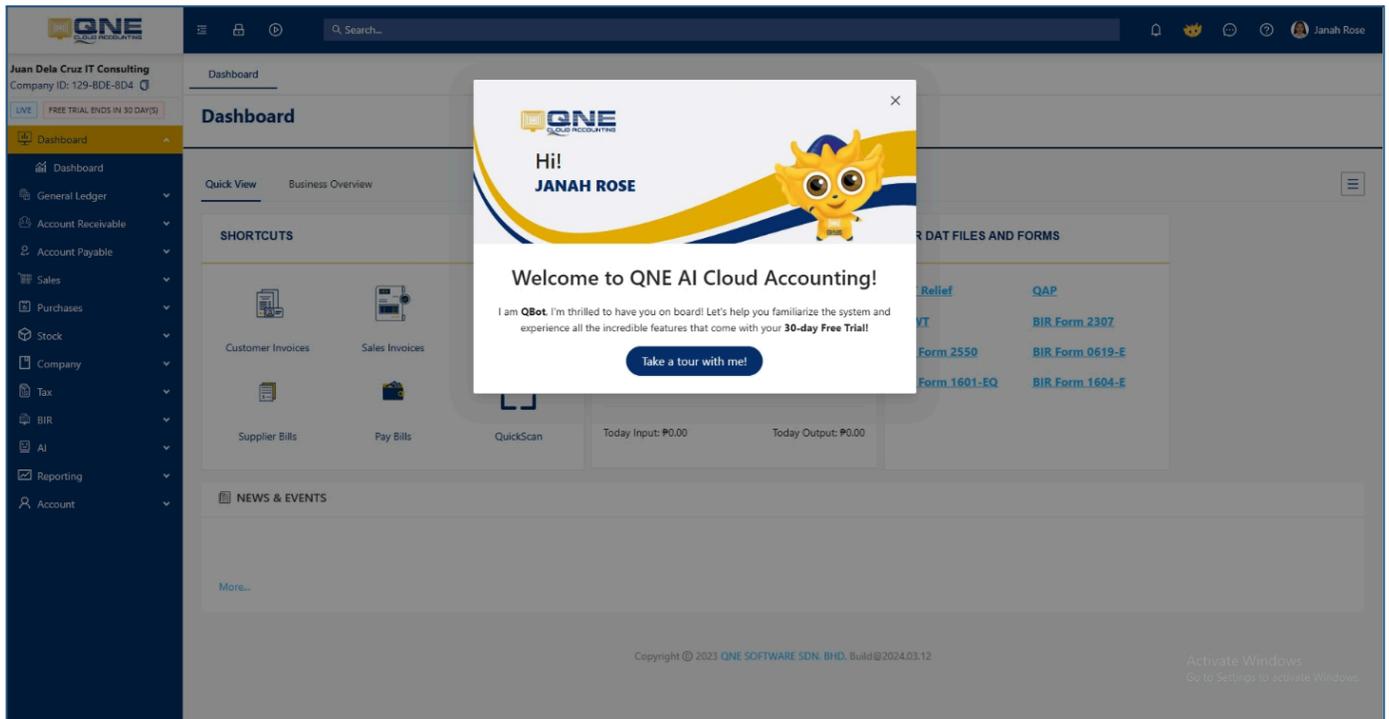
Grow with us.



# QNE KNOWLEDGE BASE

## Application:

You're now ready to unlock the power of QNE AI Cloud Accounting and begin your streamlined accounting experience.



**For any further concerns on this matter, please contact support or submit a ticket through this link: <https://support.qne.com.ph>**

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